United Nations ST/IC/2009/14

Secretariat

11 March 2009

Information circular*

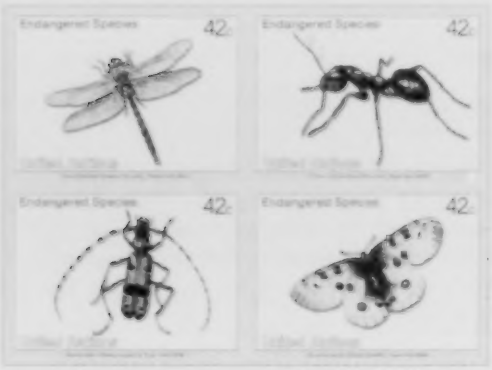
To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue 16 April 2009: Endangered Species series and annual collection folders**

Commemorative stamps

1. On Thursday, 16 April 2009, the United Nations Postal Administration (UNPA) will issue a set of 12 stamps depicting endangered species. This will be the seventeenth set of stamps in the multi-year Endangered Species series, which was launched on 3 March 1993 to highlight the need for the protection of species throughout the world that are in danger of extinction. This year, the endangered species feature a variety of insects. The stamps were designed by Roger Kent (United Kingdom of Great Britain and Northern Ireland).



Denomination:

New York values — 42 cents

Endangered species:

Parnassius apollo (Apollo butterfly)

Rosalia alpina (Rosalia longicorn)

Formica rufa (Southern wood ant)

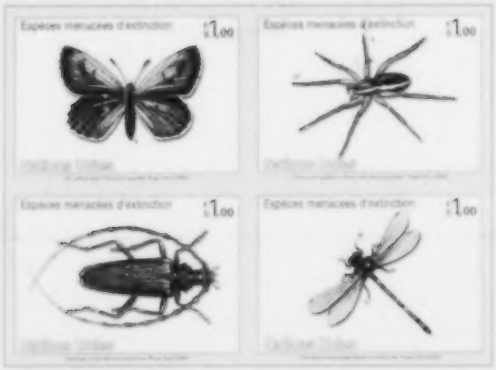
Anax imperator (Emperor dragonfly)

2. The issue will consist of three sheets of 16 stamps in denominations of $0.42, SwF 1.00 and €0.65. Each sheet will illustrate four different endangered species.

(United States equivalents — SwF 1.00: $0.86 and €0.65: $0.83, subject to exchange rate fluctuation.)

* Expiration date of the present information circular: 16 July 2009.

09-26221 (E) 170309



Denomination:

Geneva values — SwF 1.00

Endangered species:

Maculinea arion (Large blue butterfly)

Cerambyx cerdo (Cerambyx longicorn)

Dolomedes plantarius (Fen raft spider)

Coenagrion mercuriale (Southern damselfly)

Denomination:

Vienna values — €0.65

Endangered species:

Trogonoptera brookiana (Rajah Brooke's birdwing)

Pandinus imperator (Emperor scorpion)

Carabus intricatus (Blue ground beetle)

Brachypelma smithi (Mexican redknee tarantula)

2009 Endangered Species annual collection

3. On the same day, the United Nations Postal Administration will release the 2009 Endangered Species annual collection folder of single mint stamps.

4. The 2009 annual collection will be contained in a specially designed album, which devotes separate pages to each of the 12 endangered species. Descriptive information is provided in English, French and German, and each stamp is beautifully highlighted by a colourful array of photographs relative to the species. It should be noted that the Endangered Species series will not be included in the annual collection albums to be issued later in 2009.

5. The stamps are not affixed inside the album, although spaces and mounts have been provided for this purpose.

Triple-cancelled Endangered Species annual collection folder

6. Since the 2009 Endangered Species annual collection folder will contain stamps in all three denominations, special arrangements have been made by UNPA to make available to its collectors the Endangered Species collections, in which the stamps will be affixed and cancelled 16 April, the first day of issue in New York, Geneva and Vienna, as appropriate.

7. The policy of offering triple cancellations for the Endangered Species annual collection will continue throughout the duration of this series.

Maximum cards

8. The thirtieth set of UNPA maximum cards will also be issued on 16 April 2009. Three different cards will be produced to accommodate the three different se-tenant blocks of four stamps being issued. To conform to the maximum cards issued for the Endangered Species series in prior years, each maximum card will reproduce photographs of the species appearing on each of the stamps in the se-tenant block. The appropriate se-tenant blocks of stamps will be affixed and cancelled first day of issue for each respective office. The maximum card with stamps cancelled "United Nations New York" will sell for $2.06. The card with stamps cancelled "United Nations Geneva" is priced at $3.82, while the card with stamps cancelled "United Nations Vienna" is priced at $3.71. Owing to a new uniform pricing structure for all three UNPA offices, all three maximum cards are subject to exchange rate fluctuations.

9. UNPA will sell the plain cards (without stamps affixed) for $0.25.

Special limited silk cover

10. The release of the 2009 Endangered Species series stamps will coincide with the postage stamp mega event to be held at The New Yorker Hotel from 16 to 19 April. To mark this event, UNPA has produced a special limited-edition silk cover. One stamp from each office will be selected randomly and will be affixed to these covers and cancelled appropriately. These covers will sell for $3.95 while supplies last.

General information

11. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets only. Members of delegations and staff can obtain these items on Thursday, 16 April, at the following locations:

(a) UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5 p.m.;

(b) Temporary sales counter located on the east side of the Secretariat Lobby between the cafeteria and news-stand against the windows: 9 a.m. to 4 p.m.

12. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

13. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

United Nations ST/IC/2009/15

Secretariat

18 March 2009

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for Arabic-language editorial assistants**

1. The written component of a competitive examination for Arabic-language editorial assistants will be held on **8 July 2009** at United Nations Headquarters in New York. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic-language editorial assistants at the G-7 level will be filled in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have Arabic as their main language[1] and an excellent working knowledge of English. Knowledge of a third official language of the United Nations would be an asset. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that applicants be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must have passed the language proficiency examination in those languages. Those who have not pursued language courses at the United Nations must substantiate their claim of knowledge of those languages by attaching to their applications photocopies of diplomas or certificates from a

* Expiration date of the present information circular: 31 December 2009.

[1] "Main language" should be understood to be the language in which the applicant is best able to work.

09-27199 (E) 240309

language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their applications. **The Board's decisions are final.**

5. The written examination will consist of three separate parts, as follows:

Part I (2 hours)

A. Preparing texts in Arabic, following English versions of the same texts.

B. Identifying the elements in Arabic texts that should be verified and researched prior to editing.

Part II (1 hour)

Writing an essay of approximately 300 words in Arabic. Examinees will have a choice of two topics on a general subject related to the United Nations.

Part III (45 minutes)

Answering questions in English related to the organizations of the United Nations system.

6. The use of dictionaries or any other reference material is not permitted during the examination.

7. The computer component of the examination, parts IV and V, will be administered only to those examinees who have achieved a satisfactory score on the first three parts. Parts IV and V will be as follows:

Part IV (1 hour)

Carrying out searches and retrieving information using the Official Document System and the Internet.

Part V (1 hour and 30 minutes)

Preparing an electronic version of an Arabic document to conform to the format of an English version.

8. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected examinees to a competency-based interview. The Board will interview each examinee to assess whether he or she possesses the competencies required for the position. The interview is an integral part of the examination. Therefore, examinees who are invited to an interview should not assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board of Examiners will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster of Arabic-language editorial assistants. All examinees will be informed in writing of the final

recommendation of the Board with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

10. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management, for a trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Those at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

11. The main duties and responsibilities of editorial assistants are to carry out research work for the editing and subsequent publication of official records of the United Nations and to prepare manuscripts for editing and desktop publishing.

12. Staff members applying for this examination should complete the attached form and submit it, together with a copy of their P.11 or personal history profile (PHP) form, no later than **20 May 2009**, to:

2009 competitive examination for Arabic-language editorial assistants
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2560M
Fax: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or fax, not mail. Incomplete applications will **not** be considered.

13. A sample examination may be obtained from the Web page of the Examinations and Tests Section at:

http://www.un.org/Depts/OHRM/examin/iwelcome.htm

Application (for staff members of the United Nations Secretariat at Headquarters only)

2009 competitive examination for Arabic-language editorial assistants

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax number _____ E-mail _____

Have you taken this examination before? Yes ☐ in (year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (year) ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in editing and related areas, if any. Applications submitted without a P.11 or PHP form will not be considered.

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Applicants' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

I have read information circular ST/IC/2009/15 and I understand that, if I am successful in the 2009 competitive examination for Arabic-language editorial assistants and am recommended for inclusion in the roster, my assignment as an editorial assistant will be subject to my acceptance of the conditions of service indicated in paragraph 10 of the circular.

Date _____ Signature _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)